



THE ASSAM GAZETTE
অসাধাৰণ
EXTRAORDINARY
প্রাপ্ত কৰ্ত্তৃত্বৰ দ্বাৰা প্রকাশিত
PUBLISHED BY THE AUTHORITY

নং 196 দিশপুৰ, মঙ্গলবাৰ, 14 মে, 2019, 24 ব'হাগ, 1941 (শক)
No. 196 Dispur, Tuesday, 14th May, 2019, 24th Vaisakha, 1941 (S.E.)

GOVERNMENT OF ASSAM
ORDERS BY THE GOVERNOR
CULTURAL AFFAIRS DEPARTMENT :: DISPUR

NOTIFICATION

The 9th May, 2019

No.CAD.222/2010/88.- Pending finalization of the Assam Public Library Service Rules, to be framed under the proviso to Article 309 of the Constitution of India, the Governor of Assam is pleased to make the Executive Order in respect of filling up the post of Superintendent in the Directorate of Library Services, Assam.

1. Short title & commencements :- This order may be called The Assam Library Ministerial Service Order, 2019.

2. Definition :- In this order, unless the context otherwise requires :-

- (a) "State Government" means the Government of Assam.
- (b) "Appointing Authority" means the Governor of Assam.
- (c) "Board" means the Selection Board constituted under Clause 6.

3. Procedure for recruitment :-

The posts of Superintendent, Class-II was created vide Government Letter No. ETM.111/85/12 dated 26/02/1986.

100% posts under the cadre of Superintendent, Class-II shall be filled up by promotion from the cadre of Assistant Librarian (Ministerial), Class-III which post is filled up by promotion from the cadre of Senior Assistant/Accountant. The posts equivalent to the post in the cadres of service are mentioned in Schedule-I. Details of pay scale pay scale and number of posts in the cadre are shown at Schedule-II.

4. Recruitment By Promotion :-

Appointment by promotion in the following cadre shall be made in the manner provided hereinafter:-

- (1) Before the end of each year the Appointing authority shall make an assessment of number of vacancies occurred or likely to occur for filling up by promotion in the next year in each cadre.
- (2) Subject to suitability as may be decided by the Board and by the Appointing Authority, an officer belonging to the cadre of Assistant Librarian (Ministerial) in Assam Library Service and rendered service as set forth below shall be promoted to the cadre of Superintendent in the manner provided in Clause 5 and 6.
- (3) Cent percent of strength of the cadres of **Superintendent** shall be filled by promotion, subject to availability of suitable candidates, provided that any shortfall of this reservation in the cadre due to non-availability of adequate number of suitable candidates in a particular years shall be carry forward to the subsequent year(s) as per provision of relevant Act and Rules.
- (4) (i) A member of the cadre of Assistant Librarian (Ministerial) in the Assam Library Services Class-III shall be eligible for promotion as Superintendent subject to the following conditions:-
 - (a) He has rendered service as Assistant Librarian (Ministerial) for a minimum period of 2 years.
 - (b) He has successfully undergone such training and passed such departmental examination, as may be prescribed for the purpose.

5. General procedure of promotion:

- (1) Before the end of each year the Appointing Authority shall make an assessment of the likely number of vacancies to be filled by promotion in the next year in each cadre.
- (2) The Appointing Authority shall then furnish to the Board the following documents and information with regard to as many officers in order of seniority as are eligible for promotion
 - (a) Information about the number of vacancies;
 - (b) List of officers in order of seniority eligible for promotion (separate list for promotion to different cadres shall be furnished) indicating the cadre to which the case of promotion is to be connected;

- (c) Character Rolls and personal files of the officer listed;
- (d) Details about reservation in case of promotion to the service under Rule-4, and about carry forward of vacancies as provided under Sub-rule (3) of Rule-4; and
- (e) Any other documents and information as may be considered necessary by the Appointing Authority or required by the Board.

(3) The Appointing Authority shall simultaneously request the Board to recommend within a month a list of officers found suitable for promotion in order of preference, in respect of promotion to each of the cadre in which recruitment is to be made by promotion.

(4) The selection shall be made on the basis of seniority with due regard to merit.

(5) The Board, after examination of the documents and information furnished by the Appointing Authority shall recommend to the Appointing Authority a list of officers against the number of vacancies, in order of preference, found suitable for promotion.

(6) The Appointing Authority on receipt of the lists recommended by the Board shall consider the list prepared by the Board along with character rolls and personal files of the employees and approve the list unless it considers any change necessary. If the Appointing Authority considers it necessary to make any change in the list received from the Board he shall inform the Board of the changes proposed and after taking into account, the comments, if any, of the Board may approve the list finally with such modification, if any as may in his opinion, be just and proper.

(7) The inclusion of a candidate's name in a select list shall confer no right to promotion unless the Appointing Authority is satisfied after such enquiry as may be considered necessary that a candidate is suitable for promotion.

(8) The list finally approved by the Appointing Authority shall be published by the Appointing Authority within 15 days from the date of final approval.

(9) The select list shall remain valid 12 calendar months from the date of publication.

(10) The promotion shall be in accordance with list finally approved.

6. Selection Board :-

The Board for promotion to the post of Superintendent shall consist of the following:-

1. Senior most Secretary of the Department :	<i>Chairman</i>
2. Joint Secretary / Deputy Secretary/ of the Department:	<i>Member Secretary</i>
3. Secretary, Personnel Department or his nominee:	<i>Member</i>
4. Director:	<i>Member</i>

7. Relaxation :-

Where the Government is satisfied that the operation of any of these orders causes

undue hardship in any particular case, it may dispense with or relax the requirement of these provisions to such extent and subject to such conditions as it consider necessary for dealing with the case in just and equitable manner, provided that the case of any person shall not be dealt with in any manner less favorable to him than that provided in this order.

8. Reservation :-

In all case of appointment by promotion, there shall be reservation in case of candidates belonging to the member of Schedule Castes and Scheduled Tribes, as per the provision of the Assam Schedule Castes and Scheduled Tribes (Reservation of vacancies in Services and Posts) Act, 1978 and the Rules framed thereunder.

9. Interpretation :-

If any question arises as to the interpretation of this Order, the decision of the Government shall be final.

The Executive Order shall remain in force only for one year from the date of notification.

PREETOM SAIKIA,
Commissioner & Secretary to the Government of Assam,
Cultural Affairs Department.

SCHEDULE-I**Rule- 3(3)****List of post equivalent to and included in the cadre of the service**

SI No.	Name of the cadre	Name of the post equivalent to and included in the cadre	Remark
1.	Superintendent	<u>Class-II Service</u> (i) Superintendent	
2.	Assistant Librarian (Ministerial)	<u>Class-III Service</u> (i) Assistant Librarian (Ministerial)	

SCHEDULE-II**Strength of each cadre of the service and time scale of pay**

Cadre of Post	Pay Band	Grade Pay	Number of Post		Total	Remarks
			Permanent	Temporary		
1	2	3	4	5	6	7
1. Superintendent	22,000 – 87,000/-	10,300/-	1		1	
2. Assistant Librarian (Ministerial)	14,000 – 49,000	8,700/-	1		1	